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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 4 August 1955

FROM : Chief, Administrative Branch,
Office of Training

SUBJECT: Weekly Activity Report #31

I. SIGNIFICANT ITEMS -

Notice of the OTR Operating Budget Allocation for FY-1956 was received. It is undergoing review by XO/TR and BFS/TR with respect to certain reductions in the budget made by the Comptroller.

II. OTHER ITEMS -

A. OTR VACANCIES - GS POSITIONS

<u>Component</u>	<u>Professional</u>	<u>Clerical</u>	<u>Clericals in Process</u>
Instructor Development Program			
Plans & Policy Staff			
Assessment & Evaluation Staff			
Support Staff/Headquarters			
Support Staff/			
Basic School			
Intelligence School			
Language & External Training School			
Operations School/Headquarters			
Operations School/			
Operations School/			

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* Includes:

- 1 Clerk Steno vacancy - 2 applicants in process
- 1 Time, Leave Pay Clerk - 1 applicant in process
- 1 Mail Clerk vacancy
- 1 [] vacancy

B. PROCEDURE - EMPLOYEE SELECTION WITHIN OTR - Personnel Section has re-written an internal procedure outlining the steps to be taken in arriving at selection of candidates within OTR. Information copies of this procedure will be forwarded to each School and Staff Chief and to []

JOB NO. [] BOX NO. [] ELD NO. [] DOC. NO. [] NO CHANGE
IN CLASS/ [] CLASS CHANGED TO: [] IS [] NET. JUST. 22
NEXT REV DATE [] REV DATE [] REVIEW [] [] []
NO. PCS [] CREATION DATE [] ORG COMP [] [] [] ORG CLASS []
REV CLASS [] REV COORD. [] AUTH: HR 70-3

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C. BUDGET - The deadline for the FY-1957 Office Estimates has been extended to 29 August to allow for revision of personal services estimates based on the recent pay raises.

D. AREA RECORDS OFFICER'S VISIT TO [REDACTED]

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1. On 28 July 1955 [REDACTED] discussed the installation of a Vital Materials Program with [REDACTED]. Procedures will be worked out between the Special Services Officer and the [REDACTED] for the proper transmittal of vital materials to the vault at Site II as a result of the discussion. Subsequently, he met with the [REDACTED] and discussed the responsibilities of the Base and the Special Services Officer concerning the OTR Vital Materials Program. Steps will be taken to receive, store, and index vital materials from Site III and Headquarters.

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2. The impending visit of [REDACTED] to conduct a records survey was discussed at both Sites. A follow-up memorandum has been sent from the XO/TR to [REDACTED] authorizing the survey which will begin at Site II on 8 August 1955.

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F. MATERIAL WITHDRAWAL PROGRAM -

1. The BFS/TR has been informed that DD/S has approved an Agency-wide accounting procedure which requires that all components maintain detailed records of stock withdrawals. The withdrawals will be costed out and charged to allocations issued by the components from their budgets to the Office of Logistics. This new control procedure is designed to keep stock issues within the budgetary limits established for each component.

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2. In relation the above item, the BFS/TR was notified by the Budget Division that OTR's stock withdrawals for FY-1955 amounted to over [REDACTED] none of which has been paid for by OTR.

G. AIR CONDITIONING - ROOM 213, R&S BUILDING - The Office of Logistics was requested to relocate two three-quarter ton window air conditioners from Rooms 126G and 126H in the A&E area, R&S Building, to Room 213, a classroom on the second floor, R&S Building. Rooms 126G and 126H will be air conditioned by constructing additional ductwork from an existing five-ton air conditioner in the area.

H. INSTALLATION OF FLUORESCENT LIGHTING IN THE AUDITORIUM, R&S BUILDING - The Office of Logistics notified this office that the contractor will commence work in the auditorium on 8 August rather than 29 July as was originally scheduled.

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I. BUDGET DATA FOR TRAINING REPORT - A cost report for external training programs for second half for Fiscal Year 1955 was prepared for inclusion in the Office of Training Training Report.

J. PROJECT [] - A representative of IO [] contacted the BFO/TR concerning funds for OTR's share of the salary for one of the Project Agents. The Chief, Operations School, states that he is reviewing the need for this Agent's services. IO [] has been informed that any transfer of funds will be delayed pending this determination.

K. T/O SLOTTINGS - In order to assure proper assignment throughout OTR, the Personnel Section is arranging meetings with each School and Staff Chief to finalize position assignments on their new T/O's.

L. NEW EMPLOYEE BRIEFINGS - While the EOD briefings by the Office of Personnel acquaint new employees with a sketch of the Agency and its activities, it has been necessary to develop a more thorough briefing for individuals reporting to OTR. [] Personnel Section/TR, has developed a reading folder for new employees which contains pertinent Agency and OTR regulations on the career program, organizational structure, etc. This procedure has measurably reduced the time spent in interviews and assures complete coverage of pertinent information.

M. [] - Weekly report of the utilization of [] for the period 27 July through 2 August 1955 is attached.

[]

/Chief, Administrative Branch/TR

Attachment:

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